



1 INTRODUCTION/OVERVIEW
1.6 State Office Procedures

Effective: 06/1/96
Revised: 10/1/99

State WIC Staff are responsible for the administration of the statewide WIC Program. Staff provide specialized consultation and technical assistance to the local agencies in the areas of nutrition, administration, and food delivery system.

- ◆ Develop state policies and procedures to assure consistent implementation of federal WIC regulations and USDA policies.
- ◆ Work with USDA and the National Association of WIC Directors (NAWD) to change regulations and policies in order to improve services.
- ◆ Identify needs of the WIC Program and WIC participants; develop goals and objectives, policies, initiatives, evaluation methodologies, materials, etc. to address those needs.
- ◆ Contract with local agencies for effective service delivery; develop methods to assure services are delivered effectively.
- ◆ Develop methods for providing orientation, training, resources materials, and technical assistance to local agency staff.
- ◆ Develop methods to assure efficient delivery of benefits.
- ◆ Coordination with other programs to effectively deliver WIC services and to meet the needs of WIC participants.
- ◆ The WIC Program coordinates with other Bureau and State initiatives.
- ◆ Authorization, training and review of local food vendors.

State Office Resources

Conferences

Each year a WIC Conference is provided to local agencies which are subcontracted with the State. Topics include program operations, administration, health and nutrition services, and the five guiding principles.



Other Meetings

Other meetings are periodically held to provide trainings on topics such as DAISy, outreach, customer service, and implementation of new materials, e.g., manuals and guidelines.

Monthly Updates

Administrative, nutrition, breastfeeding and vendor updates are sent to local projects and interested parties. They provide information to keep project staff informed about policy and program changes, program activities, and other key issues pertaining to the Program. These Updates should be shared and/or routed to appropriate persons immediately because they often include time-specific information.

Ordering materials

The Wisconsin WIC Program Forms and Publications Directory (PPH 4468) lists available materials and instructions for ordering. Materials include those related to program management, nutrition and health education materials for participants and professionals, outreach, expenditure reporting, certification, and vendor, as well as obsoleted forms and publications. Review inventory of materials on a regular basis so that an order may be placed and processed before the supply of materials becomes low and affects the operation of the project.

These materials are available free of charge to local WIC projects by sending an order on a DMT-25 form to the State WIC Office. Forms (DPH) and publications (PPH) must be requested on separate DMT 25 forms.

Updating Project Materials

New or revised program materials are generally sent to projects in the Updates or in separate mailings. Subsequently, materials may be ordered from the State WIC Office using a DMT-25 form.

WIC Directory

This Directory provides the names, addresses and telephone numbers of state, regional and local project staff. General roles and responsibilities, and guidance for mailing materials to state and regional office staff are listed. Other local project information includes caseload, area/population served, and contact staff for the Project Director, Project Nutritionist, Agency Director, Breastfeeding Coordinator, Vendor Contact, DAISy Contact, and Regional Office Nutrition Consultant.



Advisory Committee

The purposes of the Advisory Committee are to: 1) advise the State WIC Program on issues, concerns and needs of local WIC projects; and 2) review and comment on current or proposed policies and procedures. The membership consists of local agency representatives of various public health and advocacy organizations, vendors, and program participants. WIC Project Directors and Nutritionists represent all WIC projects within a specified Division of Public Health region. Members represent a key communication channel and linkage between the State WIC Program and the representative organization to support services for women, infants and children. All members are responsible for assessing needs or identifying mutual concerns to be addressed by the committee.

Members are appointed by the Division of Public Health Administrator for staggered three-year terms. See Chapter 10. Administration Chapter for policy regarding the WIC Advisory Committee.